

**New Hampshire State Council on the Arts
Arts in Health Artist Directory Guidelines
FY2016**

These Guidelines are valid for fiscal year July 1, 2015 - June 30, 2016. Application deadline is 4:30 pm Friday May 22, 2015.

The State Arts Council's Arts in Health initiative encourages health care providers to bring experienced professional New Hampshire artists into their facilities or centers to enhance the quality of life and promote an environment conducive to healing for patients, residents, and/or clients. [Arts in Health Project Grants](#) are designed especially to support this work. Health care providers may also seek assistance through [General Project Grants](#), a more general category that includes meeting the needs of underserved populations (people with restricted access to the arts including geography, income, age, and disability or health challenges).

The [Arts in Health Artist Directory](#) is a resource for health care providers looking for artists who are experienced and skilled in working in a variety of health care facilities. Performing, literary, media and visual artists are eligible to apply.

To be considered for the Arts in Health (AIH) Directory, artists must:

- Have the skills and experience needed to plan and present effective and relevant arts programs in and for health care facilities.
- Have the ability to communicate effectively and diplomatically with health professionals and people of all ages, including those who are undergoing medical care.

Who May Apply?

Professional New Hampshire artists at least 18 years of age who have the following:

- Legal residency in the State of New Hampshire prior to application;*
- Documentation of at least 30 hours of experience and/or training in carrying out arts programs within a health care setting (hospital, nursing home or other health care facility).

Artist groups or ensembles may apply to be included in the directory; however artists must specify the individual/s who will be available for AIH work and that person must be a NH resident. *Professional artists* are those who devote the majority of their time to performing, creating and/or teaching an arts discipline and who receive payment for their work in that discipline.

***NOTE:** If the Council determines that a particular arts discipline is not fully represented in this directory, professional artists experienced in offering these types of programs in health care environments residing in other New England states may be eligible to be listed.

Application Review Process

Applying for inclusion on the AIH Directory is a two-step process.

Step 1: Each artist's application and work sample is first reviewed by staff for artistic excellence and completeness. If there is not sufficient staff expertise to review the work sample in-house, an independent reviewer may be contacted to evaluate the work sample.

Step 2: If the application receives a favorable review for artistic excellence and completeness, it will then be reviewed by an Arts in Health Project Grant panel composed of experienced health care artists, site coordinators and facility administrators. If favorably reviewed by the panel, a recommendation for inclusion in the AIH Directory is forwarded to the State Arts Councilors for final approval.

Evaluation Criteria

- Artistic excellence, quality of work (based on artistic work samples and resume);
- Ability to enhance the quality of life and promote an environment conducive to healing for patients, residents, and/or clients;
- Ability to carry out multi-day arts programs/residencies that may include staff training sessions;
- Ability to communicate effectively and build rapport with staff and patients, residents, and/or clients;
- Professional presentation as demonstrated in promotional materials, website, business cards, etc.; and

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- Relevant experience in health care facilities or agencies/centers serving people with health challenges, who are elderly and/or have disabilities.

How to Apply

Applicants are strongly encouraged to attend one of the State Arts Council's [grant information sessions](#) (in person or online) or to schedule an appointment and discuss their proposals with the appropriate grant coordinator before writing and submitting applications.

Drafts of narrative questions may be reviewed if submitted by email **at least two weeks in advance of the application deadline**. When emailing a draft, please clearly indicate ***Draft for Review*** in bold type on the submission.

Submitting the Application

The Arts Council is now using an online application system, [Submittable](#). While paper applications will be allowed for FY2016, **applicants are strongly encouraged to use the online system**. Use of the online system will be required from FY2017 on. Please [click here](#) for instructions on how to use the online system.

- [Click here](#) to start the online application.
- [Click here](#) for a paper application in MS Word format (FY2016 only). *If you are submitting a paper application, place all application and support materials in an envelope. Do not put materials in a 3 ring binder or folder.

Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

Don't have Microsoft Office? [Click here](#) to download Open Office for free!

Don't have Adobe Acrobat Reader? [Click here](#) to download free!

Narrative Questions

The narrative portion of the application **should not exceed four typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

1. Briefly describe the types of programs (multi-day residencies, workshops, classes) you offer in health care facilities (i.e., hospitals, nursing homes, rehabilitation centers, senior centers).
2. Describe your work, particularly with any participatory components, plus staff training programs. Please be clear and specific with regards to population served and type of health care sites.
3. List the types of health care sites in which you have experience (e.g. hospitals, senior centers, rehabilitation centers, nursing homes, hospice, alternative education sites, etc.).
4. List any training related to working in health care facilities and/or with people who are elderly (i.e., hospice, music for healing and transition programs, Very Special Arts, Regional Arts and Healing Initiative's artist training etc.).
5. Please state how your personal and artistic goals relate to the goals of the NH State Arts Council's Arts in Health Grants and Programs.

Required Support Materials

Work Samples

Visual or audio/video samples should illustrate the quality of your work and are essential to the review panel's evaluation of your application. Applications without work samples **will not** be reviewed by the panel. **Each applicant should submit up to 10 work samples** that illustrate the quality of your work. Because only ten (10) files may be uploaded on the online

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application, images and files should ideally be zipped together and submitted as one ZIP file. [Click here](#) for tutorials on how to ZIP and upload files to the online system.

IMPORTANT: See [Preparation of Work Samples](#) for more information on preparing work samples/support materials.

How to Submit Your Application

All required documents can be uploaded to the [online system](#). Please follow instructions [here](#). If submitting a paper application, please submit **one copy** of the following and mail/deliver by the deadline to: NH State Council on the Arts, 19 Pillsbury Street, 1st Floor, Concord, NH 03301. **Please make a copy for your files.**

- Completed application form
- Narrative questions
- Resume (2 pages)
- Related promotional materials about your work (2-3 pieces)
- Recommendation Forms [MSWord](#) / [PDF](#)
- Completed Disclosure Form [MSWord](#) / [PDF](#)
- Support materials of your work with a self-created support material sheet
- Optional: Up to three letters of support

Deadline

Applications must be completed [online](#) or postmarked/delivered to the NH State Council on the Arts office by 4:30 pm on **May 22, 2015**. Office hours are Monday - Friday, 8:30 am - 4:30 pm. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

Notification

Applicants will be notified of their status within four to six months of receipt of their application.

Artists approved for inclusion on the Arts in Health Artist Directory will be asked to submit proof of residency, a photograph and a completed directory listing form. Guidelines regarding photo specifications and word count for the text will be provided.

Once accepted to the AIH Directory, artists are expected to:

- Respond to update requests sent out every other year.
- Receive satisfactory evaluations for projects funded by the State Arts Council. If evaluations from organizations are continually marginal or unsatisfactory, the State Arts Council reserves the right to suspend membership in the AIH Directory.
- Have a schedule that allows the artist to be reasonably available to health care facilities and other agencies or organizations.

Important Note: The State Arts Council reserves the right to re-evaluate an artist's acceptance onto the AIH Directory at any time and suspend membership if complaints are received from facilities about an artist's performance or service. If directory membership is suspended, an artist must re-apply to be reinstated.

Questions?

Questions about this grant program? Please contact Catherine O'Brian, Arts in Health Coordinator, at Catherine.R.OBrian@dcn.nh.gov or 603-271-0795.

Questions about the online application system at Submittable? Please contact Ginnie Lupi, Director, at Ginnie.Lupi@dcn.nh.gov or 603-271-8418.